

DELAWARE TRANSIT CORPORATION

POSTING NO. 067-2011

POSITION VACANCY POSTING

DATE OF POSTING June 13, 2011

CLOSING DATE June 20, 2011

METHOD OF APPLICATION: Resume/Cover Letter or Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING A LETTER OF INTEREST, EMPLOYMENT APPLICATION AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **June 20, 2011**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 147 JOB CODE #: 063

POSITION TITLE Maintenance Engineering and Technology Manager

PAY GRADE 17 PAY RATE _____ PAY RANGE \$23.559999 - \$31.413333
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT Kent County

DEPARTMENT: Operations

SECTION: Maintenance

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

The Maintenance Engineering and Technology Manager is responsible for managing Delaware Transit Corporation's maintenance quality assurance program. The position is directly responsible for performing quality assurance evaluations of completed maintenance and inspections to determine overall program effectiveness. Specific responsibilities include analyzing recurring component and system failures; coordinating with maintenance control and production control to resolve unsatisfactory trends; coordinating with manufacturers and vendors to obtain current information concerning equipment updates and innovations; developing and maintaining vehicle and equipment specifications; reviewing with maintenance control and maintainability of equipment and vehicles; analyzing long-term equipment needs for inclusion in the capital budget (6-year plan); coordinating with Operations Control Manager, to ensure adequate numbers of vehicles are programmed to meet operational requirements; and developing long range vehicle and equipment maintenance plans. Coordinates all warranty activities with vendors including warranty labor charge reimbursements, replacement or repaired components. Approves engineering change orders for modification of vehicle parts and equipment; creates specifications for materials and parts as needed. Designs, develops, and updates preventive maintenance program.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT X

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EQUAL OPPORTUNITY EMPLOYER

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in conducting quality assurance evaluations.

Applicants must detail all experience in conducting quality assurance evaluations.

2. Experience in evaluating maintenance programs in a multi-site environment.

Applicants must detail all experience in evaluating maintenance programs

3. Experience in coordinating warranty activities.

Applicants must detail all experience in the coordination of warranty activities.

4. Experience in designing, developing, and maintaining preventative maintenance programs.

Applicants must detail all experience in designing and developing preventive maintenance programs.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____X_____

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the skills referenced in each preferred Qualification."

Req.# 701176